

~~CONFIDENTIAL~~

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 17 DECEMBER 1986

(yes)

25X1

OL reports that Agency employees have been very generous with
 * c. ~~"Operation Santa Claus"~~ *Donations have been very their dona-*
 generous: Some of the external buildings have required tions to
 additional collections because of the overwhelming response. "Operation..."
 Santa provided Building Services Branch with the list of
 charities he wishes delivery be made to. A map has been posted
 with the building pinpointed to assist in the deliveries. *W/ps will be there*
OL think and where

25X1

(W) 2. Major Events That Have Occurred During the Preceding
Week:

25X1

OL contracted with an who
 a. *[redacted]* art conservator worked 10 through
 12 December restoring six paintings loaned by Vincent Melzac
 for display in the Headquarters main corridor. These painting had been
 which are ~~were~~ scratched and soiled in unreported incidents during the
 past year.

OL reports that
 * b. On 11 December the Headquarters Compound
 experienced low water pressure from the City of Falls Church.
 The problem ~~is believed~~ was a damaged water main serving the
 Turkey Run supply to the Compound. The damage ~~is believed to~~ *was*
 have been caused by MCI Communications installing underground
 communications lines, off site. Allied was able to close off
 the Turkey Run domestic water line and open the redundant 123
 water line, but not before water pressure was lost in the
 Headquarters Building. The loss of water pressure in the
 building was directly related to efforts which occurred off the
 compound and outside the control of the Agency. *[redacted]*

25X1

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MM
OL reports that a
c. ~~The~~ chilled water outage scheduled for Saturday 13 December was cancelled due to faulty valves. ~~It is anticipated that the outage will be~~ rescheduled for Saturday 20 December. The purpose of this outage is to tie-in the air handling system that is to support [redacted] in 7F27 Headquarters Building and will only affect a small area.

yes
25X1
25X1
No
d. Delta Electric, NBPO contractor, completed cable work on the high voltage feeders 3A and 3B. These feeder cables serve electrical vaults A and B which are located in the basement of the Headquarters Building. All work was accomplished without a power outage by transferring the building load to one feeder. The work involved removing them from the outside switchgear cubical to the new switchgear inside the powerhouse. It took eight hours on Saturday, 13 December to splice cable 3A and eight hours on Sunday, 14 December to splice feeder 3B. [redacted] Operations/FMD, completed this project. [redacted]

No
e. During the past week, a total of 355 pieces of PTI furniture was collected by Services Section. A total of 247 staff work hours was expended in support of the projects.

No
25X1
25X1
f. On Tuesday, 9 December, special courier support was provided to the National Security Council located in the Executive Office Building. Eighteen boxes were transported from the Agency Records Center to the NSC. A total of six manhours was expended to provide this special support. [redacted] *yes*

No
25X1
g. The Dock Section, Building Services, received, processed paperwork for, and delivered 1,635 pieces of materiel. Additionally, 28 skids of classified materiel were received for the Pouch Room. [redacted]

No
25X1
h. The Disposal Section, Building Services, destroyed 42,000 pounds of classified trash from the Headquarters Building and 77,902 pounds from outlying buildings. A total of 22,051 pounds was destroyed in the Hammermill. There was no run to Andrews Air Force Base this week due to the low quantity of burn materiel on hand. Allied transported 19 loads of SOMAT waste to the landfill. [redacted]

No
25X1
25X1
i. The Passenger Vehicle Section of the Motor Pool Branch received memorandums requesting transportation for 332 passengers via special runs during the past week, and transported 420 passengers on pool assignment runs. [redacted]

No
25X1 j. Special limousine service was provided for DDO/EA Division and DDO/EUR Division from December 8 through December 15. A total of 69 manhours was used to handle these tasks.
[redacted]

3. Upcoming Week:

No a. The Passenger Vehicle Section of the Motor Pool Branch is scheduled to transport 887 passengers during the coming week.

4. Management Activities and Concerns:

staff
25X1 25X1 a. On 12 December 1986, the Mail & Courier Branch received a memo from the Chief, Publications Procurement Branch, Office of Intelligence Research, in praise of the excellent service they have been receiving from [redacted] [redacted] an internal M&CB courier responsible for mail deliveries to PPB. The memo made particular note that "in line with the Agency's pursuit of excellent, the chief would like to extend his appreciation to [redacted] for his flexibility, patience and excellent service." [redacted]

No
25X1 b. To ensure BSB's quick reaction capabilities are sufficient, ten complete sets of Corry Jamestown workstations are being requisitioned. The goal is to maintain a minimum stock level of 30 workstations with a maximum of 60 workstations. [redacted]

No c. Management Staff, FMD, has asked P&PD to photograph the egg-decorating exhibit in the Headquarters Building, as well as the packing and loading of items from Operation Santa Claus, to document FMD's considerable part in these two projects.

No d. During the last reporting period, a meeting was held with senior managers from General Electric regarding their contract and assignment of people. General Electric senior management will be requesting a meeting with the Procurement Executive in early January to discuss their concerns about contracting.

No e. A meeting was also held with senior managers from Allied Corporation to discuss security related issues in the hiring process: current progress on the O&M project and the FY-87 budget.

Bill
?
Pis.
Jame.

NO Concerns for the remainder of this week will be to insure that all of the Headquarters parties are managed in a way to prevent any unforeseen circumstances. Happy holidays to all from Facilities Management Division.

e. Personnel --

25X1 On 15 December, a new employee, [redacted], will
EOD for the Office of Logistics, Mail & Courier Branch. Mr.
25X1 [redacted] will enter on duty as a GS-04, internal courier. With
25X1 the addition of [redacted] to the branch, M&CB will soon be
25X1 releasing [redacted] to the DDO/LA Division.

25X1 [redacted] Chief
Facilities Management Division